

**Risk Assessment**

<p><b>Risk Assessment for the activity of</b></p>	<p><b>Winter Ball Risk Assessment</b>                  Collaboration between Filipino Society, Association of British and Chinese University Students, Nepalese Society, Singapore Society Southampton, Hong Kong Public Affairs and Social Service Society, Japanese Society, Thai Society, Malaysian Student's Association, and Indonesian Society</p> <p>Venue located in:                  O2 Guildhall, W Marlands Road, Southampton SO14 7LP</p> <p>Date and time:                  8<sup>th</sup> December 2023, 18:00-22:00</p> <p>Activities include:</p> <ul style="list-style-type: none"> <li>• Singing, dancing and talent performances</li> <li>• Three Course Christmas dinner and alcohol</li> </ul>		<p><b>Date</b>                  28/11/2023</p>	<p><b>Last review date</b></p>
<p><b>Unit/Faculty/Directorate</b></p>	<p><b>SUSU Thai Society</b></p>	<p><b>Assessor</b></p>	<p><b>Secretary Lorraine Smith</b></p>	
<p><b>Line Manager/Supervisor</b></p>	<p><b>President Tawan Lertratkosum</b></p>	<p><b>Signed off</b></p>	<p><b>VP Activities/Sport or Activities Coordinator</b></p>	

**PART A**

<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b>  <b>(user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures</b> <b>(use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls</b> <b>(use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	

**Winter Ball**

Slips, trips, and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main meeting area, e.g., stored under tables</li> <li>• Any cables to be organised as best as possible.</li> <li>• Cable ties/to be used if necessary.</li> <li>• Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• As this event is being hosted at an external venue, all incidents are to be reported on as soon as possible ensuring management and security at O2 Guildhall has been informed.</li> <li>• All incidents must still be reported to SUSU as the attendees are University of Southampton students, and the duty manager/health and safety officer must be informed. Follow <a href="#">SUSU incident report policy</a>.</li> <li>• As this event is being hosted at an external venue, seek medical attention from the reception/venue staff at O2 Guildhall if in need. <ul style="list-style-type: none"> <li>• As this event is being hosted at an external venue, contact the facilities team via the reception/venue staff at O2 Guildhall if in need.</li> </ul> </li> <li>• Contact emergency services if needed.</li> </ul>
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• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs

• Appropriate footwear to be worn.

• Appropriate venues/rooms to be booked which can hold capacity sufficiently.



<p>Setting up of Equipment. (e.g. table and chairs)</p>	<p>Bruising or broken bones from tripping over tables and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>● Follow manual handling guidelines.</li> <li>● Ensure that at least 2 people carry tables.</li> <li>● Work in teams when handling other large and bulky items.</li> <li>● Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>● Seek assistance from venue staff if needed. <ul style="list-style-type: none"> <li>● As this event is being hosted at an external venue, all incidents are to be reported on as soon as possible ensuring management and security at O2 Guildhall has been informed.</li> </ul> </li> <li>● All incidents must still be reported to SUSU as the attendees are University of Southampton students, and the duty manager/health and safety officer must be informed. Follow <a href="#">SUSU incident report policy</a>.</li> <li>● As this event is being hosted at an external venue, seek medical attention from the reception/venue staff at O2 Guildhall if in need.</li> <li>● As this event is being hosted at an external venue, contact the facilities team via the reception/venue staff at O2 Guildhall if in need.</li> </ul>
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- Contact emergency services if needed.





<p>Inadequate meeting space- overcrowding, not inclusive to all members</p>	<p>Physical injury, distress, exclusion</p>	<p>Event organisers and attendees</p>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Committee check on room pre-booking, checks on space, lighting, access, tech available.</li> <li>• Ensure space meets needs of members e.g., considering location &amp; accessibility of space.</li> <li>• Committee to consult members on needs and make reasonable adjustments where possible.</li> <li>• No pushing or shoving to prevent injury and distress.</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• As this event is being hosted at an external venue, all incidents are to be reported on as soon as possible ensuring management and security at O2 Guildhall has been informed.</li> <li>• All incidents must still be reported to SUSU as the attendees are University of Southampton students, and the duty manager/health and safety officer must be informed. Follow <a href="#">SUSU incident report policy</a>.</li> <li>• As this event is being hosted at an external venue, seek medical attention from the reception/venue staff at O2 Guildhall if in need.</li> <li>• As this event is being hosted at an external venue, contact the facilities team via the reception/venue staff at O2 Guildhall if in need.</li> </ul>
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											<ul style="list-style-type: none"><li>• Contact emergency services if needed.</li><li>• Committee WIDE training.</li></ul>
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<p>Socials including alcohol consumption</p>	<p>Participants may become at risk because of alcohol consumption.</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organisers, event attendees.</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> <li>• Members are responsible for their individual safety though and are expected to act sensibly.</li> <li>• Organisers to ensure attendees are not drinking excessively, and are not drinking in excess themselves so that they can supervise the event.</li> <li>• Initiation behaviour not to be tolerated and drinking games to be discouraged. <ul style="list-style-type: none"> <li>• For socials at bars/pubs etc bouncers will be present at most venues.</li> </ul> </li> <li>• Bar Security staff will need to be alerted and emergency services called as required.</li> <li>• Where possible the consumption of alcohol will take place at licensed premises. The</li> </ul>	<p>11</p>	<p>3</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• As this event is being hosted at an external venue, all incidents are to be reported on as soon as possible ensuring management and security at O2 Guildhall has been informed.</li> <li>• All incidents must still be reported to SUSU as the attendees are University of Southampton students, and the duty manager/health and safety officer must be informed. Follow <a href="#">SUSU incident report policy</a>.</li> <li>• As this event is being hosted at an external venue, seek medical attention from the reception/venue staff at O2 Guildhall if in need.</li> <li>• As this event is being hosted at an external venue, contact the facilities team via the</li> </ul>
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						<p>conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.</p> <ul style="list-style-type: none"><li>• Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</li><li>• Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li></ul>				<p>reception/venue staff at O2 Guildhall if in need.</p> <ul style="list-style-type: none"><li>• Contact emergency services if needed.</li><li>• Committee WIDE training.</li></ul>
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<p>Socials including food</p>	<p>Choking, allergic reaction, anaphylaxis, food poisoning, foodborne disease (e.g., salmonella).</p>	<p>Event organisers, event attendees.</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>● Only order/buy food at establishments with appropriate food hygiene rating. <i>This event will be catered by an external establishment.</i></li> <li>● Food to only be provided/eaten when other activities are stopped.</li> <li>● Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products</li> </ul>	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> <li>● As this event is being hosted at an external venue, all incidents are to be reported on as soon as possible ensuring management and security at O2 Guildhall has been informed.</li> <li>● All incidents must still be reported to SUSU as the attendees are University of Southampton students, and the duty manager/health and safety officer must be informed. Follow <a href="#">SUSU incident report policy</a>.</li> <li>● As this event is being hosted at an external venue, seek medical attention from the reception/venue staff at O2 Guildhall if in need.</li> <li>● As this event is being hosted at an external venue, contact the facilities team via the reception/venue staff at O2 Guildhall if in need.</li> <li>● Contact emergency services if needed.</li> </ul>
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- Committee WIDE training.



Allergies	Allergic reaction to food and drink, anaphylaxis	Event organisers and event attendees	3	5	15	<ul style="list-style-type: none"> <li>● Food menu to include vegetarian, vegan, and non-allergic alternatives.</li> <li>● Organisers and attendees to provide allergy information when selecting meal choices.</li> <li>● Organiser and attendees to be responsible for their health.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>● As this event is being hosted at an external venue, all incidents are to be reported on as soon as possible ensuring management and security at O2 Guildhall has been informed. <ul style="list-style-type: none"> <li>● All incidents must still be reported to SUSU as the attendees are University of Southampton students, and the duty manager/health and safety officer must be informed. Follow <a href="#">SUSU incident report policy</a>.</li> </ul> </li> <li>● As this event is being hosted at an external venue, seek medical attention from the reception/venue staff at O2 Guildhall if in need.</li> <li>● As this event is being hosted at an external venue, contact the facilities team via the reception/venue staff at O2 Guildhall if in need.</li> <li>● Contact emergency services if needed.</li> </ul>
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<p>Socials including travel</p>	<p>Vehicle collision causing serious injury.</p>	<p>Event organisers, event attendees, members of the public.</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> <li>● Members are responsible for their individual safety though and are expected to act sensibly.</li> <li>● local venues known to UoS students chosen.</li> <li>● Event organisers will be available to direct people between venues.</li> <li>● Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</li> </ul>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> <li>● Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</li> <li>● Contact emergency services as required 111/999</li> <li>● Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed.</li> <li>● Follow <a href="#">SUSU incident report policy</a>.</li> </ul>
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• Avoid large groups of people totally blocking the pavement or spilling into the road.

• Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).

• Be considerate of other pedestrians & road users, keep disturbance & noise down.



<p>Medical emergency</p>	<p>Members may sustain injury /become unwell, pre-existing medical conditions, sickness, distress.</p>	<p>Members</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication.</li> <li>• Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so.</li> <li>• Contact emergency services as required 111/999.</li> <li>• Contact venue staff for first aid support</li> </ul>	<p>2</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• As this event is being hosted at an external venue, all incidents are to be reported on as soon as possible ensuring management and security at O2 Guildhall has been informed. <ul style="list-style-type: none"> <li>• All incidents must still be reported to SUSU as the attendees are University of Southampton students, and the duty manager/health and safety officer must be informed. Follow <a href="#">SUSU incident report policy</a>.</li> </ul> </li> <li>• As this event is being hosted at an external venue, seek medical attention from the reception/venue staff at O2 Guildhall if in need.</li> <li>• As this event is being hosted at an external venue, contact the facilities team via the reception/venue staff at O2 Guildhall if in need.</li> <li>• Contact emergency services if needed.</li> </ul>
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- Committee WIDE training.

<p>Insufficient Fire Safety awareness</p>	<p>If a fire alarm is triggered, people may not know where to go.</p> <p>Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e., waste cardboard/boxes.</p>	<p>Members</p>	<p>2</p>	<p>10</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• Ensure that members know where the nearest fire exists and the meeting place is outside, should it be needed.</li> <li>• Build-up of rubbish is to be kept to a minimum. Excess builds up is to be removed promptly and deposited in the designated areas.</li> </ul>	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> <li>• As this event is being hosted at an external venue, all incidents are to be reported on as soon as possible ensuring management and security at O2 Guildhall has been informed.</li> <li>• All incidents must still be reported to SUSU as the attendees are University of Southampton students, and the duty manager/health and safety officer must be informed. Follow <a href="#">SUSU incident report policy</a>.</li> <li>• As this event is being hosted at an external venue, contact the facilities team via the reception/venue staff at O2 Guildhall if in need.</li> </ul>
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Adverse Weather	Injury, illness, slipping, burns	All who attend	4	3	12	<ul style="list-style-type: none"> <li>• Lead organiser to check the weather is suitable for activities on the day.</li>   <li>• Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites.</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>• If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.</li> </ul>
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Disturbance to public, students and staff	Conflict, noise, crowds.	Event organisers and attendees, general public.	2	2	4	<ul style="list-style-type: none"> <li>• Everybody will be encouraged to stay together as a group.</li> <li>• Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• As this event is being hosted at an external venue, all incidents are to be reported on as soon as possible ensuring management and security at O2 Guildhall has been informed.</li> <li>• All incidents must still be reported to SUSU as the attendees are University of Southampton students, and the duty manager/health and safety officer must be informed. Follow <a href="#">SUSU incident report policy</a>.</li> <li>• As this event is being hosted at an external venue, contact the facilities team via the reception/venue staff at O2 Guildhall if in need..</li> <li>• Committee WIDE training.</li> </ul>
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**PART B – Action Plan****Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Committee to re-read and share SUSU Expect Respect Policy	Organisers and committee members of involved societies	01/12/2023		
2	Committee to re-read and re-familiarise self with SUSU Incident Reporting	Organises and committee members of involved societies	01/12/2023		
3	Committee to become familiar with the management and security, (in person, contact details such as phone number and email) at the venue O2 Guildhall so they know who to contact when in need of support	Organisers and committee members of involved societies	01/12/2023		
4	All major incidents to be reported to SUSU by the following day	Organisers	01/12/2023		
5	Weather check to be done prior to event	Organisers	01/12/2023		

Responsible manager's signature:

**Tawan Lertratkosum**

Responsible manager's signature:



Print name: Tawan Lertratkosum

Date: 28/11/2023

Print name: Lorraine Smith

Date:

28/11//2023

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
• Admin controls	Examples: training, supervision, signage		
• Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

**LIKELIHOOD**

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

1 2 3 4 5

## IMPACT

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.

5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.
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Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher